

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Microfilm Equipment Operator

Class Code: 20832

A. Purpose:

Prepares and microfilms documents, loads microfilm into microfilm jackets and cartridges, and performs routine equipment maintenance.

B. Distinguishing Feature:

The Microfilm Equipment Operator operates cameras to microfilm documents generated by various departments in state government. The incumbent also operates auxiliary equipment to load the microfilm in storage jackets and cartridges.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Microfilms various documents by operating a camera to ensure all microfilm projects are done according to the instructions.
2. Prepares documents for microfilming by sorting, categorizing, and removing staples to prevent jams in the equipment.
3. Maintains microfilm equipment by cleaning, making minor adjustments, and reloading the machine to ensure efficient operation of the equipment.
4. Loads microfilm into jackets and cartridges by operating a microfilm jacket and cartridge loader to ensure documents are loaded in the appropriate jacket or cartridge.
5. Inspects microfilm by using a microfiche reader to ensure quality reproductions.
6. Destroys documents by burning or shredding to ensure the project is in compliance with records management regulations.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically no subordinates report to this position.

E. Challenges and Problems:

Challenges facing the incumbent include keeping an accurate record and log of documents filmed, loading the correct documents in the jackets, learning the appropriate filming process for the various projects, correcting mistakes in filming or jacketing projects, and transcribing the proper certificate of authenticity wording.

Problems facing the incumbent are determining when to do retakes, deciding whether a document's condition will stand up to being microfilmed or if a copy of the document should be

used, locating documents with little or no information, clearing paper jams, and making minor adjustments on the equipment to make the equipment function properly.

F. Decision-making Authority:

Decisions include determining the severity of equipment malfunctions, determining amounts of microfilm supplies to order, prioritizing microfilming projects each day, and starting new rolls of film.

Decisions referred include resolving problems with agencies not following the procedures for submitting materials to be microfilmed, working with records management to register new microfilm projects, determining the need for new equipment, and determining documents to shred or burn after microfilming.

G. Contact with Others:

The incumbent has daily contact with various departments to receive or deliver microfilming projects or to get more information on a project; and monthly contact with equipment repair persons to explain the nature of the machine malfunctions.

H. Working Conditions:

The incumbent works in an office and a storeroom. Boxes weighing up to 50 pounds must be moved from the storeroom to the work area.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation.

Ability to:

- understand and apply written instructions;
- communicate information clearly and concisely;
- count accurately and record numerical and alphabetical data onto forms;
- compare information and recognize discrepancies;
- perform heavy lifting.